



## E911 WASHINGTON STATE PATROL POLICY

**See Also:**

WAC 118-66

E911 10-Digit Telephone Line Support Policy

E911 Computer-Aided Dispatch Support Policy

E911 Coordinator Forum Attendance Policy

E911 Public Education Policy

E911 Public Safety Answering Point Mapping Support Policy

E911 Telephone System Support Policy

E911 Training Policy

### WASHINGTON STATE PATROL POLICY

This policy applies to Washington State Patrol (WSP) Public Safety Answering Points (PSAP) that have been designated by a county as a PSAP for wireless 911 calls.

WSP contracts will contain two elements: Statewide Services (Enhanced 911 [E911] Coordinator Professional Development [CPD]), and Operations.

#### **1. Priorities**

- a. Per RCW 38.52.540, the State E911 Coordinator is "authorized to enter into statewide agreements to improve the efficiency of enhanced 911 services for all counties..."
- b. Per RCW 38.52.540, State financial assistance for the operation of E911, consistent with fund availability and legislated-expenditure authority, shall be made available for reimbursement of WAC-eligible expenses supporting (in ranked priority):
  1. Statewide Dialing.
  2. Basic Service.
  3. Capital Equipment.
- c. Items listed in the attached reimbursement schedule are in order of priority for funding. Items at the top of the list will be funded first, followed in order by the remainder until all items are funded or the available funding is exhausted.
- d. Per WAC 118-66-045, WSP will be eligible for wireless funding. Upon the designation by a county as a PSAP for wireless E911 calls, WSP communication centers may be eligible to receive available wireless funds for the E911 account. Such eligibility shall be based on the portion of wireless E911 calls initially received by the Regional WSP Communications center serving the designating county.

## **2. Reimbursements for WSP Contracts**

- a. The State E911 grants program reimburses WSP for eligible items that have already been paid by WSP.
- b. WSP must have a contract with the State E911 Office in order to be reimbursed.
- c. Reimbursement will be made, contingent upon funding availability, on for items identified in RCW 38.52.545 and WAC 118-66-045 and those defined by the State E911 Office as CPD.
- d. Items will be funded at 100 percent of requested amount, subject to reimbursement limits set in policy or WAC limitations.
- e. Eligible amounts will not be pro-rated to partially fund items.
- f. Only those WSP PSAPs that have been designated by a county as a PSAP for wireless E911 calls will be eligible for reimbursement for items identified in WAC 118-66-045.
- g. WSP is eligible for wireless funds upon designation by a county as a PSAP for wireless 911 calls.

## **3. Ineligible Items**

Expenses not directly listed in WAC 118-66-045 or under the CPD section are not eligible. These include, but are not necessarily limited to:

- a. Expenses associated with the deconsolidation/de-regionalization of a PSAP and/or public safety dispatch functions.
- b. Purchase, maintenance, or replacement of radio systems.
- c. Facility remodeling costs.
- d. Insurance (except for eligible employee benefits; medical, dental, Labor and Industries insurance premiums).
- e. Supplies or incidentals (e.g., tapes, batteries, etc.).
- f. Building maintenance and utilities.
- g. Security system and key costs.
- h. Weather station or information costs.
- i. Americans with Disabilities Act facility upgrade costs.
- j. Administrative phone lines (10-digit numbers).

## **4. Expenses and Documentation**

- a. WSP must submit documentation of expenditures of eligible items to the State E911 Office. Documentation will include vendor, warrant number and date, and applicable E911 item categorization in forms supplied by the State E911 Office.
- b. These expense reports and/or requests for reimbursement must be received by the 30<sup>th</sup> day following the month in which the payment was made. If WSP has an "Action Plan" due to audit findings, additional hard copy documentation must also be received by the 30<sup>th</sup> day following the month in which the payment was made.
- c. Expense reports not received by the 30<sup>th</sup> day due date, including additional hard copy documentation as required by an "Action Plan" may not be reimbursed.
- d. Expense reports will be processed in the order received in the State E911 Office.
- e. The State E911 Office may request additional documentation and/or information from WSP pertaining to their reimbursement requests. A delay in providing the requested information may result in a delay in reimbursement or a reduced reimbursement.
- f. Prior to purchasing or leasing any equipment or software, WSP must submit a quote to the State E911 Office for review and approval. Without prior written approval, the purchase of lease will not be eligible for reimbursement.

**5. Mid-Year Review**

The E911 Coordinator for WSP is required to review their E911 budget and determine if their contract amount needs to be increased. A summary of the review for contract funding adjustments must be submitted to the State E911 Office no later than February 28.


**6. Statewide Services**

- a. Statewide services benefit all counties and WSP and do not require local revenue to be used prior to state reimbursement.
- b. Some of the statewide services are paid directly by the State E911 Office and some are reimbursed through the county/WSP contracts.

**7. Operations Section Eligibility**

WSP 911 system must be completely enhanced for wireless E911 services.

Approved by:

 9/22/09  
Robert Oenning, State E911 Administrator

Attachment:

Direct Paid Services  
Contract Reimbursement Schedule

## **E911 WSP POLICY DIRECT PAID SERVICES SCHEDULE**

**Effective Date: July 1, 2009**

Statewide services benefit all counties and do not require local revenue to be used prior to state reimbursement.

The following are paid directly by the State E911 Office:

1. Switching office enabling.
2. Selective routing.
3. Traffic Studies.
4. Automatic Location Identification (ALI) Data Management System (Database).
5. Night service.
6. Frame relay / ALI transport.
7. Intertandem transfer trunks.
8. Telecommunications Services Priority.
9. Language line.
10. Call receiver training contracted with State E911 Office.
11. Telecommunications Devices for the Deaf/Teletype (TDD/TTY) training contracted with State E911 Office.
12. Mapping data software contracted with State E911 Office.
13. Coordinator Forums (not to include attendance travel reimbursements).
14. Advisory Committee/subcommittee meetings (not to include attendance travel reimbursements).

### COORDINATOR PROFESSIONAL DEVELOPMENT – OPERATIONAL SECTION

Coordinator Professional Development (CPD) section benefits all counties/Washington State Patrol (WSP) with State E911 contracts and/or those involved with a regionalization. CPD section does not require local revenue to be used prior to state reimbursement.

The following are reimbursed through county contracts:

ELIGIBLE ITEM		STATE REIMBURSEMENT
WSPCPD1	Advisory Committee Meeting Attendance  AC Subcommittee Meetings  Coordinator Forum Attendance  State E911 sponsored Training Attendance	<p>Travel reimbursement is authorized for the following:</p> <p>Advisory Committee (AC) Meetings: The E911 Coordinator or designee is encouraged to attend all AC meetings. Annually, the E911 Coordinator must attend at least five AC meetings.</p> <p>AC Subcommittee meetings: Subcommittee members are authorized travel reimbursement for those meetings they attend.</p> <p>Coordinator Forums: Up to three Public Safety Answering Point (PSAP)/E911 Office employees to attend Coordinator Forums, including the E911 Coordinator. The E911 Coordinator must attend all Coordinator Forums.</p> <p>State E911-sponsored Training: Each County/WSP is authorized travel reimbursement to attend State E911-sponsored training.</p> <p><i>See: AC Committee Meeting Attendance/Travel Reimbursement Policy, Coordinator Forum Policy, Training Policy</i></p>
WSPCPD2	National Conferences	<p>The E911 Coordinator is authorized up to <b>\$2,000</b> to attend national E911-related conferences. A substitute of a primary PSAP/E911 Office employee may be <i>pre-approved</i> if requested through the State E911 Office.</p> <p><i>See: Training Policy; Travel Policy</i></p>
WSPCPD3	Educational Material Development	<p>Expenses must be <i>pre-approved</i> by the State E911 Office. Up to <b>\$2,000</b> is authorized for expenses directly related to informing the public of the capabilities, limitations, and proper use of E911.</p> <p><i>See: Public Education Policy</i></p>

## STATEWIDE DIALING – OPERATIONAL SECTION

ELIGIBLE ITEM		STATE REIMBURSEMENT
WSPS1	ANI/ALI Controllers	Stand-alone components that provides control functions for retrieving and interpreting information in the Automatic Number Identification (ANI) and Automatic Location Identification (ALI) data bases. Must be pre-approved by state office. <i>See: Telephone System Support Policy</i>
WSPS1.1	ANI/ALI Controller Maintenance	Shall not exceed 10% of approved purchase price. Can be used for agreements with vendors, time and materials, hardware/software, and/or salaries/training for internal employee to maintain system. <i>See: Telephone System Support Policy, Training Policy</i>
WSPS1.2	ANI/ALI Display Equipment	Equipment at the Public Safety Answering Point (PSAP) call answering position necessary for the display of ALI/ANI. Must be pre-approved by state office. <i>See: Telephone System Support Policy</i>
WSPS1.3	Interfaces	Necessary interfaces to send data to other PSAP equipment. Must be pre-approved by state office <i>See: Telephone System Support Policy</i>
WSPS1.4	Phase I E911 Voice Network	Switching systems and circuits which provide the connection between the call's switching office and the PSAP.
WSPS2	PSAP Mapping Administration	Purchase of hardware and software for E911 for the Mapping Administrator to manage the mapping data. Shall not exceed <b>\$7,000</b> . Must be pre-approved by state office <i>See: PSAP Mapping Support Policy</i>
WSPS2.1	PSAP Mapping Administration Maintenance	Shall not exceed 10% of approved purchase price. Can be used for agreements with vendors, time and materials, and/or salaries/training for internal employee to maintain system. <i>See: PSAP Mapping Support Policy, Training Policy</i>
WSPS2.2	Migration to new mapping platform/software	A one-time purchase of a required migration to new mapping platform or software is limited to <b>\$15,000</b> . Must be pre-approved by state office <i>See: PSAP Mapping Support Policy</i>

**CAPITAL ITEMS – OPERATIONAL SECTION**

<b>ELIGIBLE ITEM</b>		<b>STATE REIMBURSEMENT</b>
WSPC2	Phase II Computer-Aided Dispatch (CAD) System Updated	Purchase or lease and installation of the hardware and software basic components, at a minimum shall consist of hardware, call entry module, geodata module, interface to GIS, Teletype interface and ANI/ALI controllers. . Must be pre-approved by state office. <i>See: CAD Support Policy</i>
WSPC2.1	CAD System Hardware and Software Maintenance (May include TDD/TTY Equipment)	Shall not exceed 10% of approved purchase price. Can be used for agreements with vendors, time and materials, and/or salaries/training for internal employee to maintain system. <i>See: CAD Support Policy, Training Policy</i>